CISCO IP Phone – 6945

Softkeys

To Answer a Call

- Lift Handset, press Speaker or Line or Answer

To Place a Call

- Lift Handset or press **Speaker Button**, **Dial** extension or "9" + Number for outside calls

To Place Call on Hold

- While on a call, press **Hold** button
- To retrieve call, press the **Resume Softkey**

To Transfer a Caller

- Press **Transf**er button
- Dial number (Announce the call)
- Press **Transfer** or Hang up.

To Create a Conference Call (up to 8 participants)

- Press **Conference Button**
- Dial **Number** and announce Conference call
- Press **Conference Button (or Softkey)** Repeat for additional participants

Call Forward

- Press **Fwd All Softkey**
- Press **Messages** (to voicemail) or enter **Number**
- To **Cancel**, press **Fwd Off Softkey**

Do Not Disturb

- Press **More Softkey**
- Press **DND Button**
- To deactivate, press **More Softkey** and **DND** again

Change Phone Settings

- Press the **Applications Button**
- Select **Preferences**
  - Select **Contrast** (arrows on **Navigation** pad) and **Save**
  - Select **Ringtone** (Default ring, select and **Set**)

Send an incoming call to Voicemail

- Press **Divert Softkey** while call is ringing

Unity Connection Voicemail

To Set Up Mailbox

- **Log In** to your phone.
- Press the **Messages** button .
- Enter **Default Pin: 147258** followed by the # key.
- Next you'll be prompted to **Record** your **Name** followed by the # key.
- Next you'll be asked to **Record** your **Message**, when finished press the # key (there may also be a Keep and Continue by pressing the # key again).
- Next you'll be prompted to enter a new **Pin** number followed by the # key, repeat the new **Pin** number followed by the # key.

To Access Voicemail

- Press the line button beside the VM you want to check, e.g. Main Office or T Milota
- Press the **Messages Button**
- Enter **Pin**

During Message	After Message
1 Restart	1 Replay
2 Save	2 Save
3 Delete	3 Delete
4 Slow Playback	4 Reply
5 Change Volume	5 Forward Message
6 Fast Playback	6 Save as New
7 Rewind (5 Sec increments)	7 Rewind (5 Sec)
8 Pause/Resume	
9 Fast Forward (5 Sec increments)	9 Play Summary

To Leave a Message in Voicemail

- Press *****, dial **Extension**
- To by-pass Greeting, **Press #**

To Skip a Message in Voicemail

- Press **#** to skip a message in your Voicemail

To Transfer a Caller Directly into Voicemail

- Press **Transfer** button
- Dial *****, then **Extension** number
- Press **Transfer** button or hang up

To Access Your Mailbox Remotely

- Dial the Main Number **319-558-3000**. When Auto Attendant greeting starts, press ***** and enter your **Extension** followed by **#** and **Pin** followed by **#**

OR

- Dial your Direct Dial Number, when greeting starts, Press * and enter your ID (Extension number) followed by # and **Pin** followed by #

CISCO 6945 Phone Log In

1. **Press** the **Application Button** on the Phone (Located in the upper left corner of key pad).

   Then the phone screen will show the following options:
   Applications (5 items)
   1. Call History
   2. Preferences
   3. Phone Information
   4. Admin Settings
   5. Extension Mobility

2. Select **Extension Mobility** (scroll down if needed with the Navigation button).

3. **Press** the **Select Button** on the phone.
   (The center circle in the middle of the Navigation pad)

4. A **Sign On** screen similar to the one on the right will appear.
   > For **UserID:** (enter your district sign on name)
   > For **Pin:** (enter **12345**)
   > Press **Submit.**

   The first time you Sign On you will be prompted to **Create a New Pin.**
   ***We recommend that you use the same pin for Phone Log In and Voicemail**.

   - Type in the **Current PIN (12345)**
   - **Enter** a **New Pin**.
   - **Confirm Pin**
   - **Press** the **Change Softkey Button**
   - **Sign On** again.

5. If you have logged in successfully you will receive the following message, "**Resetting please Wait....Login Successful**".

A screen similar to the one on the right will show an active log in with username and extension displayed.

How to Logout

1. Repeat steps 1 through 3 above.
2. You will be prompted to Select **Yes** or **No**.
3. When you successfully logoff the phone you will receive this message "**Resetting Please wait.... Logout Successful.**"
4. After a few seconds, your username will disappear off the phone screen.

How to Change Pin

1. Repeat steps 1 through 3 at the top of the page.
2. Select **Set Pin Softkey Button** to enter a new pin.